

Office of Executive Inspector General
Legislative Assistant Inspector General
Position Description

Posting Date: October 2, 2012
Posting Close Date: Open until position is filled
Salary Range: \$3,750.00 to \$7,083.50 Monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General (EIG) and under the direction of the Deputy Inspector General and Chief of Investigative Division, and/or the Chief of Staff and General Counsel, serves as Legislative Assistant Inspector General (Legislative AIG). The incumbent is responsible for drafting, tracking, reviewing, and analyzing all legislation introduced impacting the Office of Executive Inspector General (OEIG), and its authority pursuant to the State Officials and Employees Ethics Act; advising the EIG on the formulation of the OEIG legislative policy; and promoting and facilitating the agency's legislative initiatives and fiscal appropriations. In addition, the Legislative AIG drafts summary reports for investigative cases conducted by the OEIG and conducts extensive research relating to legislative, legal, investigatory, disciplinary, and other relevant issues. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Responsible for tracking, reviewing and analyzing all legislation introduced impacting the OEIG and its authority pursuant to the State Officials and Employees Ethics Act. Recommends the OEIG's position on present and proposed legislation pertaining to matters under the jurisdiction of the OEIG. Provides legislative updates to OEIG senior management during the legislative session.
2. Assists the EIG in the formulation of legislative initiatives aimed at assuring adequate funding, transparency, ethics, and accountability within State government. Responsible for drafting proposed legislation and completing position papers on effects and impacts of legislation.
3. Develops and maintains contact with staff of both Houses of the General Assembly, meets with legislators and their staff to facilitate and promote support for OEIG legislative initiatives and appropriation submissions.
4. Responsible for drafting press releases; also responsible for drafting testimony for the EIG and senior management who appear before the legislature.
5. Provides counsel to the EIG and other staff regarding appearances before the Illinois General Assembly; offers advice and guidance to the EIG as to the status of bills, anticipated actions and fiscal impact of legislation.
6. Responsible for drafting summary reports for investigative cases conducted under the auspices of the State Officials and Employees Ethics Act including complaints concerning incidents of possible misconduct, malfeasance, or violations of laws, rules or regulations by any officer, employee or appointee in all agencies, boards, and commissions under the jurisdiction of the Governor, Lieutenant Governor, and the State public universities and all vendors or contractors doing business with these agencies and or universities. Summary reports include: documentation of allegations, investigative steps taken, evidence adduced, analyses of ethical and legal implications, findings and recommendations for appropriate action.
7. Assists in conducting extensive research relating to legislative, legal, investigatory, labor, disciplinary and other relevant issues under statutes, regulations, and rules; drafts legal memoranda summarizing research.

8. Assists investigators in development of investigative plans; provides legal guidance and resolution of legal issues that arise during investigations; prepares subpoenas and assists other OEIG legal staff in research. Interviews subjects and witnesses in investigative matters as needed.
9. Directs the preparation of case files for submission to State agency heads, the Illinois Office of Attorney General and Illinois Executive Ethics Commission (EEC); reviews pleadings; testifies before administrative judicatory bodies; attends hearings before the EEC; draft briefs and provides oral arguments before the EEC when necessary.

ADDITIONAL RESPONSIBILITIES:

1. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Deputy Inspector General and Chief of Investigative Division

SUBORDINATE POSITIONS: None

REQUIREMENTS:

- graduation from an accredited law school and licensure to practice law in the State of Illinois;
- minimum of four years of progressively responsible administrative experience, preferably in legislative affairs or public administration is desirable;
- knowledge of procedures and practices of the legislative process and General Assembly;
- extended workdays during the legislative session;
- prior legal experience in the area of legislation, ethics, criminal or labor/employment law is desirable;
- ability to balance multiple concurrent priorities;
- high ethical standards; work with sensitive and confidential materials;
- must be able to work in a team environment, which includes supervisors, investigators, attorneys, paralegals, or administrative support staff;
- valid driver's license and ability to travel in the course of work including overnight travel;
- ability to work independently, strong analytical and problem solving and research skills;
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other internet applications.

JOB STATUS: Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Rules.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.;
- standing, reaching, and bending at the waist or bending of the legs.

HOW TO APPLY:

Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 West Randolph, Suite 1900, Chicago, IL 60601. Contact Division of Human Resources at 312.814.1789.

The OEIG is an Equal Opportunity Employer